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**Subject: Vendor Name Change**

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Effective Date: October 1, 2006

Revised from:

**Policy:** Authorized WIC vendors shall give the SA written notice of the vendor's name change within fifteen (15) calendar days before the actual change takes place. Failure to notify the SA in writing of such a change may result in the SA taking administrative action, including terminating for cause the vendor's WIC authorized stamp.

**Reference: 7 CFR § 246.12**

**Procedure:**

1. When the SA receives notification that a vendor is changing names, a letter from the Kansas WIC program will be initiated. The SA shall:
  - a. Send the vendor a Kansas WIC Vendor Application to complete and return to the SA.
  - b. Notify the LA of the vendor's intent to change the store's name.
  - c. Upon notification of the date the name change is effective, schedule and execute the name change from the master list of active vendors in the KWIC system. The vendor's authorization number will not change.
  - d. Order a new authorization stamp with the vendor's new name retaining the vendor's authorization number.
  - e. Notify the vendor of the effective date of the name change in the KWIC program. This notification will include confirmation of the new authorization stamp order.
  - f. The new authorization stamp will be sent to the vendor for use upon the effective date of the name change.